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23. Vendor Questionnaire System

The Vendor Questionnaire System (VQS) web site will be composed of three pages: a Welcome page, a Questionnaire page, and a Confirmation page. Vendors accessing the site via the public URL will first see the welcome page. Here they may select any of the public questionnaires. Once a questionnaire is selected the vendor will be navigated to the questionnaire page. Upon completion of the questionnaire the vendor will be navigated to the confirmation page.

Vendors accessing the site via an email link will bypass the Welcome page and go directly to the questionnaire page. As above, upon completion of the questionnaire the vendor will be navigated to the confirmation page.

Questionnaires can be "saved "or "submitted". An individual would choose to save a partially completed questionnaire with the intent of returning and completing later. While an individual who has completed the questionnaire would choose to submit it. When saving a questionnaire no verification will be performed, the information will simply be stored in the system and a questionnaire number will be provided back to the vendor. This questionnaire number, along with the vendor's email address, can be used to re-open the partially completed questionnaire. An email will also be sent to the vendor which will contain a link enabling the vendor to return to the partially completed questionnaire (bypassing the Welcome page). Verification will only be performed when submitting the questionnaire. (If the verification step fails, the questionnaire will be presented back to the vendor with a list of cumulative errors to be corrected.) Once the form is successfully submitted and all verification edits are passed the Vendor will be navigated to the Confirmation page. (Note that once a questionnaire is submitted it cannot be re-opened.) The submitted information will then be stored in the system and a questionnaire response document will be created and placed on the FTP site for client retrieval.

Following is an example of the three web site pages. (Note: The actual pages will make use of style sheets and graphics which will provide the ability to customize the look and feel of the site. These pages are shown here simply to demonstrate the pages' content.)

23.1 Vendor Questionnaire System Welcome Page

The Vendor Questionnaire System (VQS) Welcome page will be the initial screen displayed to vendors providing access to the requested questionnaires. It is invoked from Internet Explorer by entering the internet address in the Address line and clicking Go. This page is by-passed for vendors who access their questionnaire via a web link from an email generated by the VQS web master.

Welcome to the Vendor Questionnaire System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost/WelcomePage/WebForm1.aspx

Vendor Questionnaire System

To access an existing questionnaire, enter your email address and the questionnaire number below, then click the Continue button.

Email Address

Questionnaire Number

To complete a public questionnaire, enter your email address then select a questionnaire and click the Continue button.

Email Address

Re-key email address

Public Questionnaires

| Item |
|--------------------|
| Price Survey |
| Vendor Application |
| < > |

Continue>

Done Local intranet

start Inbox - Mic... C:\Public Se... C:\Documen... VQS Concep... WelcomePag... Welcome to ... 8:34 AM

Figure 1 - Vendor Questionnaire System Welcome Page

23.1.1 Controls

This section describes the behavior of the controls on the Vendor Questionnaire Welcome page. It includes functionality to access an existing questionnaire that has not been submitted and access to a new questionnaire.

23.1.1.1 Access to Existing Questionnaire

This function allows the vendor to access an existing questionnaire that has not yet been submitted. The vendor will be required to enter their email address and the system assigned questionnaire number. The controls will be preceded by the text "To access an existing questionnaire, enter your email address and the questionnaire number below, then click the Continue button."

23.1.1.1.1 Email Address Text Box

The control allows the user to enter the email address for the vendor. Characteristics for the email address are defined in *Consistencies*.

23.1.1.1.2 Questionnaire Number Text Box

The control allows the user to enter the questionnaire number assigned to the vendor's questionnaire. The control will allow a maximum of 4 characters.

23.1.1.2 Create a New Questionnaire

This function allows the vendor to create a new questionnaire. The vendor will be required to enter their email address and select the questionnaire item. The controls will be preceded by the text "To complete a public questionnaire, enter your email address then select a questionnaire and click the Continue Button."

23.1.1.2.1 Email Address Text Box

The control allows the user to enter the email address for the vendor. Characteristics for the email address are defined in *Consistencies*.

23.1.1.2.2 Re-key Email Address Text Box

The control allows the user to re-key the email address for the vendor. Characteristics for the email address are defined in *Consistencies*.

23.1.1.2.3 Public Questionnaires Item

The control allows the user to select the questionnaire they wish to complete. It will contain a list of questionnaire published by the Questionnaire Administrator. A single selection is allowed.

23.1.1.3 Continue Button

The Continue button allows the user to continue to the selected questionnaire. The Continue button is always enabled.

23.1.2 Processes

This section describes the processes of the controls on the Vendor Questionnaire Welcome page.

23.1.2.1 Edits

Upon selection of the Continue button:

- If the user has selected to access an existing questionnaire the following edits will be performed:
 - If the Questionnaire Number entered is not found, the system will display a message with the text "The Questionnaire Number entered does not exist."
- If the user has selected to start a new questionnaire the following edits will be performed:
 - If the Email Address and Re-key Email Address do not match, the system will display a message with the text "The Email addresses entered do not match."

- If the Questionnaire Item has not been selected, the system will display a message with the text "Please select a questionnaire item."
- If no information has been entered, the system will display an error message, "Please provide an email address and/or tracking number to continue."

23.1.2.2 Continue

Upon successful completion of the above listed edits, the system will display the requested questionnaire.

23.2 Vendor Questionnaire – Vendor Application

The Vendor Application page allows vendors to apply as a WIC approved vendor via an on-line application. Vendors gain access by one of the following:

- Entering an Email Address and assigned Questionnaire Number on the VQS web page and clicking Continue.
- Clicking the web link in an email from the VQS web master.
- Entering an email address, selecting the Questionnaire item of Vendor Application and clicking Continue

Figure 2 - Vendor Questionnaire System - Vendor Application example page

Vendor Application

Step 1: Business Information

Please answer all questions that are applicable. Once you have completed this section proceed to Step 2.

Please specify the ownership structure of the business

- ☐ Corporation
- ☐ Sole Ownership

- ☐ Partnership
☐ Commissary
☐ Other

If the ownership structure is something other than listed above please specify

Trade Name (DBA)

Federal ID number of the business

Step 2: Sole Ownership Information (Sole Ownership only)

If this is a Sole Ownership, please provide information regarding the owner of the business and proceed to Step 6. If this is not a Sole Ownership skip to Step 3.

Salutation

First Name

Middle Name

Last Name

Telephone Number

Social Security Number

Mailing Address

Mailing City

Mailing State

Mailing Zip

Step 3: Partnership Information (Partnership only)

If this is a Partnership, please provide information regarding the partners owning the business and proceed to Step 6. If this is not a Partnership please skip to Step 4.

Partner 1: Salutation

Partner 1: First Name

Partner 1: Middle Name

Partner 1: Last Name

| | |
|--|-------------------------------------|
| Partner 1: Telephone Number | <input type="text"/> |
| Partner 1: Social Security Number | <input type="text"/> |
| Partner 1: Address | <input type="text"/> |
| Partner 1: City | <input type="text"/> |
| Partner 1: State | <input type="text" value="Alaska"/> |
| Partner 1: Zip | <input type="text"/> |
| Partner 1: Number of non-WIC stores owned | <input type="text"/> |
| Partner 1: Number of WIC stores owned | <input type="text"/> |
| Partner 2: Salutation | <input type="text"/> |
| Partner 2: First Name | <input type="text"/> |
| Partner 2: Middle Name | <input type="text"/> |
| Partner 2: Last Name | <input type="text"/> |
| Partner 2: Telephone Number | <input type="text"/> |
| Partner 2: Social Security Number | <input type="text"/> |
| Partner 2: Address | <input type="text"/> |
| Partner 2: City | <input type="text"/> |
| Partner 2: State | <input type="text" value="Alaska"/> |
| Partner 2: Zip | <input type="text"/> |
| Partner 2: Number of non-WIC stores owned | <input type="text"/> |
| Partner 2: Number of WIC stores owned | <input type="text"/> |
| Partner 3: Salutation | <input type="text"/> |
| Partner 3: First Name | <input type="text"/> |
| Partner 3: Middle Name | <input type="text"/> |
| Partner 3: Last Name | <input type="text"/> |
| Partner 3: Telephone Number | <input type="text"/> |
| Partner 3: Social Security Number | <input type="text"/> |

| | |
|--|-------------------------------------|
| Partner 3: Address | <input type="text"/> |
| Partner 3: City | <input type="text"/> |
| Partner 3: State | <input type="text" value="Alaska"/> |
| Partner 3: Zip | <input type="text"/> |
| Partner 3: Number of non-WIC stores owned | <input type="text"/> |
| Partner 3: Number of WIC stores owned | <input type="text"/> |

Step 4: Corporate Information (Corporation only)

If this is a Corporation, please provide the following information. If the name of the corporation does not appear in the drop down list please enter the information. If this is not a corporation or when you have completed this section proceed to Step 5.

| | |
|----------------------------|-------------------------------------|
| Corporate Parent | <input type="text"/> |
| Name of Corporation | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="Alaska"/> |
| Zip | <input type="text"/> |

Step 5: Authorized Agent (Corporation and Commissary only)

If this is a Corporation or a Commissary please provide information regarding the authorized agent and proceed to Step 6.

| | |
|--------------------|----------------------|
| Salutation | <input type="text"/> |
| Title | <input type="text"/> |
| First Name | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name | <input type="text"/> |

Step 6: Store Information

Please answer all the questions below that are applicable. Once you have completed this section proceed to step 7.

| | |
|---|---|
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="Alaska"/> |
| Zip | <input type="text"/> |
| Mailing Address | <input type="text"/> |
| Mailing City | <input type="text"/> |
| Mailing State | <input type="text" value="Alaska"/> |
| Mailing Zip | <input type="text"/> |
| Store uses scanners | <input type="radio"/> Yes <input type="radio"/> No |
| Store processes EBT transactions | <input type="radio"/> Yes <input type="radio"/> No |
| Store scans for WIC items | <input type="radio"/> Yes <input type="radio"/> No |
| Total square footage of store | <input type="text"/> |
| Total number of cash registers | <input type="text"/> |
| Total number cashiers | <input type="text"/> |
| Total number scanners | <input type="text"/> |
| Total number scanners that can identify WIC approved foods | <input type="text"/> |
| Total annual WIC sales in dollars | <input type="text"/> |
| Total annual non-WIC sales in dollars | <input type="text"/> |
| Do you expect to derive more than 50 percent of your annual food sales from WIC sales? | <input type="radio"/> Yes <input type="radio"/> No |
| Is the store authorized to redeem Food Stamps? | <input type="radio"/> Yes <input type="radio"/> No |
| If YES, please provide the Food Stamp Authorization No. | <input type="text"/> |

If NO, please provide the date on which the store applied for authorization.

State sales tax number

Federal ID number of the store

Seller's Permit No.

Health ID number

Do you sell Kosher foods?

- ☐ Yes - Some
☐ Yes - Primarily Kosher
☐ No

Bank Name

Bank transit number

Bank account number

Has this store been sold within the past two years?

- ☐ Yes
☐ No

If YES, are any of the current owners related by blood or marriage to any previous owners?

- ☐ Yes
☐ No

If YES, please identify the current owners and specify their relationship to previous owners.

**How long has the owner(s) operated this business at the present site?
(years/months)**

If not applicable, provide opening date

Has the owner(s) operated this business under another name and/or at a different location?

- ☐ Yes
☐ No

If YES, name and location of former store

During the past 6 years, has any current owner, officer or manager at your store been convicted of or had a civil judgment for any of the following activities: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification nor destruction of records, making false statement, receiving stolen property, making false claims, or obstruction of justice?

- ☐ Yes
☐ No

If YES, please specify the name of the owner, officer or manager and the activities involved:

If violation was with WIC, specify the Program name

Has the owner(s) ever been warned, withdrawn, disqualified, or received a civil money penalty from a Food Stamp Program?

- ☐ Yes
☐ No

If YES, please specify when and why:

Has the corporate table, any owner, any corporate officer or any manager ever had a business, health, occupational license or permit withdrawn, suspended/revoked, or been fined for non-compliance or fined for violations within the past six years

- ☐ Yes
☐ No

If YES, Explain:

Are any of the following: corporate table or officers, owners, managers, partners, stockholders, or immediate family members now charged with, or have they ever been convicted of or forfeit collateral for any felony or fraud or misrepresentation in any connection?

- ☐ Yes
☐ No

If YES, Explain:

Does your store offer green stamps or other store promotions?

- ☐ Yes
☐ No

Is your milk supplier state licensed?

- ☐ Yes
☐ No

If YES, License No.

Other WIC programs in which this store participates

- ☐ ACL
☐ Chickasaw Nation
☐ Choctaw Nation
☐ Eight Northern Pueblos
☐ Five Sandoval
☐ Inter-Tribal Council
☐ Muskogee Creek Nation
☐ Osage
☐ Otoe Missouri
☐ Pueblo of Zuni
☐ San Felipe
☐ Santo Domingo
☐ Wichita, Caddo, Delaware (WCD)

Step 7: Contact Information

Please specify the individual to be contacted regarding the store location. Once you have completed this section proceed to Step 8.

| | |
|-------------------------|----------------------|
| Title | <input type="text"/> |
| Salutation | <input type="text"/> |
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Fax Number | <input type="text"/> |
| E-Mail address | <input type="text"/> |

Step 8: Hours of Operation

Please provide the hours of operation for the store location. Once you have completed this section proceed to Step 9.

Store is open at least 8 hours per day 6 days per week ☐ Yes
☐ No

| | |
|---------------------------------|----------------------|
| Sunday - Opening time | <input type="text"/> |
| Sunday - Closing time | <input type="text"/> |
| Monday - Opening time | <input type="text"/> |
| Monday - Closing time | <input type="text"/> |
| Tuesday - Opening time | <input type="text"/> |
| Tuesday - Closing time | <input type="text"/> |
| Wednesday - Opening time | <input type="text"/> |
| Wednesday - Closing time | <input type="text"/> |
| Thursday - Opening time | <input type="text"/> |
| Thursday - Closing time | <input type="text"/> |
| Friday - Opening time | <input type="text"/> |
| Friday - Closing time | <input type="text"/> |
| Saturday - Opening time | <input type="text"/> |

Saturday - Closing time

Step 9: Primary Grocery Wholesaler

Please provide information regarding the primary grocery wholesaler that supplies the store. Once you have completed this section proceed to Step 10.

| | |
|---------------------------|-------------------------------------|
| Name | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="Alaska"/> |
| Zip | <input type="text"/> |
| Contact Title | <input type="text"/> |
| Contact Salutation | <input type="text"/> |
| Contact First Name | <input type="text"/> |
| Contact Last Name | <input type="text"/> |

Step 10: Milk or Pharmacy Wholesaler

Please provide information regarding the milk or pharmacy wholesaler that supplies the store. Once you have completed this section proceed to Step 11.

| | |
|-------------------------|-------------------------------------|
| Name | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="Alaska"/> |
| Zip | <input type="text"/> |
| Contact Title | <input type="text"/> |

| | |
|--------------------|----------------------|
| Contact Salutation | <input type="text"/> |
| Contact First Name | <input type="text"/> |
| Contact Last Name | <input type="text"/> |

Step 11: Licensed Formula Wholesaler

Please provide information regarding the licensed formula wholesaler that supplies the store.

| | |
|--------------------|-------------------------------------|
| License Number | <input type="text"/> |
| Name | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="Alaska"/> |
| Zip | <input type="text"/> |
| Contact Title | <input type="text"/> |
| Contact Salutation | <input type="text"/> |
| Contact First Name | <input type="text"/> |
| Contact Last Name | <input type="text"/> |

Figure 3 – Vendor On-line Application Screen – SPIRIT

23.2.1 Controls

This section describes the behavior of the controls on the VQS – Vendor Application.

23.2.1.1 Step 1: Business Information

23.2.1.2 Ownership Structure Radio Button Group

The radio button group includes the question/statement
"Please specify the ownership structure of the business"

This group of radio buttons allows the user to select the Ownership Structure of the Vendor submitting the application. The following types are available:

- Sole Proprietorship
- Partnership
- Corporation
- Commissary
- Other

When the "Other" radio button is selected, the Other Ownership Structure drop-down list will be enabled.

23.2.1.3 Other Ownership Structure Drop-down List

The drop-down list will be enabled when the "Other" radio button in the Ownership Structure is selected. It is filled from a list of "other" Ownership Structures from the OTHER-OWNERSHIP-STRUCTURE table, and will allow the user to add additional "other" Ownership Structures to the list. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) characters. Alphabetic characters are forced to uppercase. Special characters are not accepted in this field.

23.2.1.4 Trade Name (DBA) Text Box

The control allows the user to enter or view the name of the Vendor. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.5 Federal ID Number Text Box

The control allows the user to enter or view the Federal ID number for the Vendor. The maximum length allowed for the value is nine (9) numeric characters. Special characters are not accepted.

23.2.1.6 Step 2: Sole Ownership Information

23.2.1.7 Owner - Salutation Text Box

The control allows the user to enter the salutation of the Owner. The maximum length allowed for the value is twenty (20) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.8 Owner - First Name Text Box

The control allows the user to enter the first name of the Owner. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.9 Owner - Middle Name Text Box

The control allows the user to enter the middle name of the Owner. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.10 Owner - Last Name Text Box

The control allows the user to enter the last name of the Owner. The maximum length allowed for the value is twenty-five (25) alphanumeric and special characters.

23.2.1.11 Owner - Telephone Number Masked Edit Box

The control allows the user to enter the telephone number for the Owner. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.12 Owner - Social Security Number Masked Edit Box

The control allows the user to enter the Social Security number of the Owner. The maximum length allowed for the value is nine (9) numeric characters. The format for the control is "999-99-9999". Alphabetic and special characters are not allowed.

23.2.1.13 Owner - Mailing Address Text Box

The control allows the user to enter the address of the Owner. The maximum length allowed for the value is fifty (50). Special characters are permitted but limited to the following: comma (,), period (.), pound sign (#), hyphen (-), forward slash (/), apostrophe ('), and ampersand (&). Alphabetic characters are forced to uppercase.

23.2.1.14 Owner - Mailing City Text Box

The control allows the user to enter the city of the Owner. The maximum length allowed for the value is thirty (30) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.15 Owner - Mailing State Drop-down List

The control allows the user to select the State of the Owner. The drop-down list displays all fifty (50) states in alphabetic order. The control is read only.

23.2.1.16 Owner - Mailing ZIP Masked Edit Box

The control allows the user to enter the ZIP of the Owner. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.17 Step 3: Partnership Information

23.2.1.18 Partner 1: Salutation Text Box

The control allows the user to enter the salutation of Partner 1. The maximum length allowed for the value is twenty (20) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.19 Partner 1: First Name Text Box

The control allows the user to enter the first name of Partner 1. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.20 Partner 1: Middle Name Text Box

The control allows the user to enter the middle name of Partner 1. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.21 Partner 1: Last Name Text Box

The control allows the user to enter the last name of Partner 1. The maximum length allowed for the value is twenty-five (25) alphanumeric and special characters.

23.2.1.22 Partner 1: Telephone Number Masked Edit Box

The control allows the user to enter the telephone number for Partner 1. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.23 Partner 1: Social Security Number Masked Edit Box

The control allows the user to enter the Social Security number of Partner 1. The maximum length allowed for the value is nine (9) numeric characters. The format for the control is "999-99-9999". Alphabetic and special characters are not allowed.

23.2.1.24 Partner 1: Address Text Box

The control allows the user to enter the address of Partner 1. The maximum length allowed for the value is fifty (50). Special characters are permitted but limited to the following: comma (,), period (.), pound sign (#), hyphen (-), forward slash (/), apostrophe ('), and ampersand (&). Alphabetic characters are forced to uppercase.

23.2.1.25 Partner 1: City Text Box

The control allows the user to enter the city of Partner 1. The maximum length allowed for the value is thirty (30) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.26 Partner 1: State Drop-down List

The control allows the user to select the State of Partner 1. The drop-down list displays all fifty (50) states in alphabetic order. The control is read only.

23.2.1.27 Partner 1: ZIP Masked Edit Box

The control allows the user to enter the ZIP of Partner 1. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.28 Partner 1: Number of Non-WIC Stores Owned Text Box

The control allows the user to enter the number of non-WIC stores owned. The maximum length allowed for the value is four (4) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.29 Partner 1: Number of WIC Stores Owned Masked Edit Box

The control allows the user to enter the number of WIC stores owned. The maximum length allowed for the value is four (4) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.30 Partner 2: Salutation Text Box

The control allows the user to enter the salutation of Partner 2. The maximum length allowed for the value is twenty (20) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.31 Partner 2: First Name Text Box

The control allows the user to enter the first name of Partner 2. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.32 Partner 2: Middle Name Text Box

The control allows the user to enter the middle name of Partner 2. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.33 Partner 2: Last Name Text Box

The control allows the user to enter the last name of Partner 2. The maximum length allowed for the value is twenty-five (25) alphanumeric and special characters.

23.2.1.34 Partner 2: Telephone Number Masked Edit Box

The control allows the user to enter the telephone number for Partner 2. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.35 Partner 2: Social Security Number Masked Edit Box

The control allows the user to enter the Social Security number of Partner 2. The maximum length allowed for the value is nine (9) numeric characters. The format for the control is "999-99-9999". Alphabetic and special characters are not allowed.

23.2.1.36 Partner 2: Address Text Box

The control allows the user to enter the address of Partner 2. The maximum length allowed for the value is fifty (50). Special characters are permitted but limited to the following: comma (,), period (.), pound sign (#), hyphen (-), forward slash (/), apostrophe ('), and ampersand (&). Alphabetic characters are forced to uppercase.

23.2.1.37 Partner 2: City Text Box

The control allows the user to enter the city of Partner 2. The maximum length allowed for the value is thirty (30) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.38 Partner 2: State Drop-down List

The control allows the user to select the State of Partner 2. The drop-down list displays all fifty (50) states in alphabetic order. The control is read only.

23.2.1.39 Partner 2: ZIP Masked Edit Box

The control allows the user to enter the ZIP of Partner 2. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.40 Partner 2: Number of Non-WIC Stores Owned Text Box

The control allows the user to enter the number of non-WIC stores owned. The maximum length allowed for the value is four (4) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.41 Partner 2: Number of WIC Stores Owned Masked Edit Box

The control allows the user to enter the number of WIC stores owned. The maximum length allowed for the value is four (4) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.42 Partner 3: Salutation Text Box

The control allows the user to enter the salutation of Partner 3. The maximum length allowed for the value is twenty (20) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.43 Partner 3: First Name Text Box

The control allows the user to enter the first name of Partner 3. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.44 Partner 3: Middle Name Text Box

The control allows the user to enter the middle name of Partner 3. The maximum length allowed for the value is twenty (20) alphanumeric and special characters.

23.2.1.45 Partner 3: Last Name Text Box

The control allows the user to enter the last name of Partner 3. The maximum length allowed for the value is twenty-five (25) alphanumeric and special characters.

23.2.1.46 Partner 3: Telephone Number Masked Edit Box

The control allows the user to enter the telephone number for Partner 3. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.47 Partner 3: Social Security Number Masked Edit Box

The control allows the user to enter the Social Security number of Partner 3. The maximum length allowed for the value is nine (9) numeric characters. The format for the control is "999-99-9999". Alphabetic and special characters are not allowed

23.2.1.48 Partner 3: Address Text Box

The control allows the user to enter the address of Partner 3. The maximum length allowed for the value is fifty (50). Special characters are permitted but limited to the following: comma (,), period (.), pound sign (#), hyphen (-), forward slash (/), apostrophe ('), and ampersand (&). Alphabetic characters are forced to uppercase.

23.2.1.49 Partner 3: City Text Box

The control allows the user to enter the city of Partner 3. The maximum length allowed for the value is thirty (30) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.50 Partner 3: State Drop-down List

The control allows the user to select the State of Partner 3. The drop-down list displays all fifty (50) states in alphabetic order. The control is read only.

23.2.1.51 Partner 3: ZIP Masked Edit Box

The control allows the user to enter the ZIP of Partner 3. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.52 Partner 3: Number of Non-WIC Stores Owned Text Box

The control allows the user to enter the number of non-WIC stores owned. The maximum length allowed for the value is four (4) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.53 Partner 3: Number of WIC Stores Owned Masked Edit Box

The control allows the user to enter the number of WIC stores owned. The maximum length allowed for the value is four (4) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.54 Step 4: Corporate Information (Corporation Only)

23.2.1.55 Corporate Parent Drop-down List

The control allows the user to select the name of the corporate parent from the list of corporate parents known to the system. The list of corporate parents will be displayed in alphabetical order.

23.2.1.56 Name of Corporation Text Box

The control allows the user to enter the name of the corporation. The control accepts a maximum of fifty (50) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.57 Corporation Telephone Number Masked Edit Box

The control allows the user to view the telephone number of the corporation. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.58 Corporation Address Text Box

These controls allow the user to enter the address of the corporation. The control accepts a maximum of fifty (50) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe (').

23.2.1.59 Corporation City Text Box

The control allows the user to enter the city of the corporation. The maximum length allowed for the value is thirty (30) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe (').

23.2.1.60 Corporation State Drop-down List

The control allows the user to select the state of the corporation. The control is filled with the list of all U.S. states in alphabetic order.

23.2.1.61 Corporation ZIP Masked Edit Box

The control allows the user to view the ZIP code of the corporation. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.62 Step 5: Authorized Agent (Corporation and Commissary Only)

23.2.1.63 Authorized Agent Salutation Text Box

The control allows the user to enter the salutation for the authorized agent for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.64 Authorized Agent Title Text Box

The control allows the user to enter title for the authorized agent for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.65 Authorized Agent First Name Text Box

The control allows the user to enter the first name of the authorized agent for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.66 Authorized Agent Middle Name Text Box

The control allows the user to enter the first name of the authorized agent for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.67 Authorized Agent Last Name Text Box

The control allows the user to enter last name of the authorized agent for the Vendor. The maximum length allowed for the value is twenty five (25) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

The control allows the user to enter title for the authorized agent for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.68 Step 6: Store Information

23.2.1.69 Vendor Address

The address control allows the user to enter the physical address of the vendor. The control allows a maximum of fifty (50) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). Alpha characters will be forced to upper case.

23.2.1.70 Vendor City Text Box

The control allows the user to enter the city where the vendor resides. The maximum length allowed for the value is thirty (30) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.71 Vendor State Drop-down List

The control allows the user to select the post office abbreviation for the physical state for the vendor. The drop-down list displays all U.S. states in alphabetic order and is read only.

23.2.1.72 Vendor ZIP Masked Edit Box

The control allows the user to enter the ZIP of the physical address for the vendor. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.73 Vendor Mailing Address Text Box

The address control allows the user to enter the mailing address of the vendor. The control allows a maximum of fifty (50) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). Alpha characters will be forced to upper case.

23.2.1.74 Vendor Mailing City Text Box

The control allows the user to enter the mailing city of the vendor. The maximum length allowed for the value is thirty (30) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.75 Vendor Mailing State Drop-down List

The control allows the user to select the mailing state of the vendor. It is filled with a list of all U.S. states in alphabetic order and is read only.

23.2.1.76 Vendor Mailing ZIP Masked Edit Box

The control allows the user to enter the ZIP of the mailing address for the vendor. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.77 Store Uses Scanners Radio Button Group

The radio button group allows the user to select either the Yes or No radio button to indicate the use of scanners in the store.

23.2.1.78 Store Processes EBT Transactions Radio Button Group

The radio button group allows the user to select either the Yes or No radio button to indicate whether the vendor has EBT.

23.2.1.79 Store Scans for WIC Items Radio Button Group

The radio button group allows the user to select either the Yes or No radio button to indicate the vendor has scanners to scan for WIC items.

23.2.1.80 Total Square Footage of Store Masked Edit Box

The control allows the user to enter the square footage of the Vendor's building. The control will allow a maximum of seven (7) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.81 Total Number of Cash Registers Masked Edit Box

The control allows the user to enter the number of cash registers the Vendor has in the store. The masked edit box will allow a maximum of two (2) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.82 Total Number Cashiers Masked Edit Box

The control allows the user to enter the number of cashiers that are employed at the vendor store. The control will allow a maximum of three (3) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.83 Total Number Scanners Masked Edit Box

The control allows the user to enter the number of scanners that are in use at the vendor store. The control will allow a maximum of three (3) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.84 Total Number of Scanners that Can Identify WIC Approved Foods Masked Edit Box

The control allows the user to enter the number of scanners that are in use at the vendor store that can identify WIC approved foods. The control will allow a maximum of three (3) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.85 Total Annual WIC Sales in Dollars Masked Edit Box

The control allows the user to enter the Annual WIC Sales for the vendor. The masked edit box will only allow maximum of 11 digits formatted as nine (9) whole numbers and two (2) decimals.

23.2.1.86 Total Annual Non-WIC Sales in Dollars Masked Edit Box

The control allows the user to enter the Annual Non-WIC Sales for the vendor. The masked edit box will only allow maximum of 11 digits formatted as nine (9) whole numbers and two (2) decimals.

23.2.1.87 Do you expect to derive more than 50 percent of your annual food sales from WIC sales? Radio Button Group

The control allows the user to select either the Yes or No radio button to indicate whether the annual WIC sales of the store will be more than 50% of the store's total annual food sales.

23.2.1.88 Is the store authorized to redeem food stamps? Radio Button Group

The control allows the user to select either the Yes or No radio button to indicate whether the store is authorized to redeem Food Stamps.

23.2.1.89 If YES, please provide the Food Stamp authorization no. Masked Edit Box

The control allows the user to enter the Food Stamp authorization number for the vendor. The control will allow the entry of fifteen (15) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.90 If NO, please provide the date on which the store applied for authorization Masked Edit Box

The control allows the user to enter the date vendor applied for Food Stamp authorization number. The control accepts entry of numeric characters formatted MM/DD/YYYY. Alphabetic and special characters are not allowed.

23.2.1.91 State Sales Tax Number Masked Edit Box

The control allows the user to enter or view the State Sales Tax number of the vendor. The control will allow a maximum of fifteen (15) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.92 Federal ID Number of the Store Text Box

The control allows the user to enter or view the Federal ID number for the Vendor. The maximum length allowed for the value is nine (9) numeric characters. Special characters are not accepted.

23.2.1.93 Seller's Permit No. Text Box

The control allows the user to enter the seller's permit number for the vendor. The control will accept a maximum of entry of five (5) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are not permitted in this field.

23.2.1.94 Health ID Number Text Box

The control allows the user to enter the regional Health ID for the vendor. The control will accept a maximum of entry of five (5) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are not permitted in this field.

23.2.1.95 Do you sell kosher foods? Radio Button Group

This radio button group allows the user to indicate the amount of Kosher Foods sold at the vendor. There will be three (3) options:

- Yes - Some
- Yes - Primarily Kosher
- No

23.2.1.96 Bank Name Text Box

The control allows the user to enter bank name for the vendor. The control accepts entry of fifty (50) alphanumeric characters. Special characters are permitted but limited the ampersand (&) only.

23.2.1.97 Bank Transit Number Masked Edit Box

The control allows the user to enter the transit number for the bank. The maximum length allowed for the value is ten (10) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.98 Bank Account Number Masked Edit Box

The control allows the user to enter bank account number for the vendor. The masked edit box will only allow the entry of ten (10) numeric characters. Alphabetic and special characters are not allowed.

23.2.1.99 Has this store been sold within the past two years? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether the store has been sold within the last two years.

23.2.1.100 If YES, are any of the current owners related by blood or marriage to any previous owners? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether the store owners are related to previous owners by blood or marriage.

23.2.1.101 If YES, please identify the current owners and specify their relationship to previous owners: Text Box

The control allows the user to enter information in response to this request.

23.2.1.102 How long has the owner(s) operated this business at the present site? (Years/Months) Text Box

The control allows the user to indicate in years and months the length of time they have operated this business at the current site.

23.2.1.103 If not applicable, provide opening date Text Box

The control allows the user to provide the opening date of the business if it has not been previously operated at this site.

23.2.1.104 Has the owner(s) operated this business under another name and/or at a different location? Radio Button Group

The control allows the user to select either the Yes or No radio button to indicate whether this business has been operated under another name or at another location by this owner.

23.2.1.105 If YES, name and location of the former store Text Box

The control allows the user to enter the name and location of the former store.

23.2.1.106 During the past 6 years, has any current owner, officer or manager at your store been convicted of or had a civil judgment for any of the following activities: fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, receiving stolen property, making false claims, or obstruction of justice? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether any owner, officer, or manager has been convicted or had a civil judgment for one of the activities listed.

23.2.1.107 If YES, please specify the name of the owner, officer, or manager and the activities involved: Text Box

The control allows the user to enter a response to the request for more information.

23.2.1.108 If violation was with WIC, specify the Program name Text Box

The control allows the user to enter the program name if the violation was with WIC.

23.2.1.109 Has the owner(s) ever been warned, withdrawn, disqualified, or received a civil money penalty from a Food Stamp Program? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether the owner has had any of the actions listed imposed from a Food Stamp Program.

23.2.1.110 If YES, please specify when and why: Text Box

The control allows the user to enter a response to the request for more information.

23.2.1.111 Has the corporate table, any owner, any corporate officer or any manager ever had a business, health, occupational license or permit withdrawn, suspended/revoked, or been fined for non-compliance or fined for violations within the past six years? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether the corporation, owner, corporate officer or manager has had any of the actions listed taken within the last six years.

23.2.1.112 If YES, Explain: Text Box

The control allows the user to enter a response to the request for more information.

23.2.1.113 Are any of the following: corporate table or officers, owners, managers, partners, stockholders, or immediate family members now charged with or have they ever been convicted of or forfeit collateral for any felony or fraud or misrepresentation in any connection? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether anyone connected with the business in the manner listed has ever been convicted or forfeited collateral for any of the reasons listed.

23.2.1.114 If YES, Explain: Text Box

The control allows the user to enter a response to the request for more information.

23.2.1.115 Does your store offer green stamps or other store promotions? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether the store offers in store promotions.

23.2.1.116 Is your milk supplier state licensed? Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate whether the milk supplier is state licensed.

23.2.1.117 If YES, License No. Text Box

The control allows the user to enter the milk supplier's state license number.

23.2.1.118 Other WIC programs in which this store participates Check Box Group

The control allows the user to check a series of boxes to indicate any other WIC programs in which this store participates.

23.2.1.119 Step 7: Contact Information

23.2.1.120 Contact Title Text Box

The control allows the user to enter title for the contact person of the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.121 Contact Salutation Text Box

The control allows the user to enter the salutation for the contact person for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.122 Contact First Name Text Box

The control allows the user to enter the first name of the contact person for the Vendor. The maximum length allowed for the value is twenty (20) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.123 Contact Last Name Text Box

The control allows the user to enter last name of the contact person for the Vendor. The maximum length allowed for the value is twenty five (25) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.124 Contact Telephone Number

The control allows the user to enter the telephone number for the store contact person. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.125 Contact Fax Number Masked Edit Box

The control allows the user to enter or view the fax number of the store contact person. The masked edit box accepts the entry of numeric characters in the format of "999-999-9999" Alphabetic and special characters are not accepted in this field.

23.2.1.126 Contact Email Address Text Box

The control allows the user to enter or modify the email address for the store contact person. Characteristics for Email Address text box are defined in *Consistencies*. The value will be populated with the email address from the VQS Welcome Screen of the vendor submitting the application.

23.2.1.127 Step 8: Hours of Operation

23.2.1.128 Store is open at least 8 hours per day, 6 days per week Radio Button Group

The control allows the user to select either the Yes or the No radio button to indicate the length of time this store is open during a week.

23.2.1.129 Sunday – Opening Time Text Box

The control allows the user to enter the time the store opens on Sundays.

23.2.1.130 Sunday – Closing Time Text Box

The control allows the user to enter the time the store closes on Sundays.

23.2.1.131 Monday – Opening Time Text Box

The control allows the user to enter the time the store opens on Mondays.

23.2.1.132 Monday – Closing Time Text Box

The control allows the user to enter the time the store closes on Mondays.

23.2.1.133 Tuesday – Opening Time Text Box

The control allows the user to enter the time the store opens on Tuesdays.

23.2.1.134 Tuesday – Closing Time Text Box

The control allows the user to enter the time the store closes on Tuesdays.

23.2.1.135 Wednesday – Opening Time Text Box

The control allows the user to enter the time the store opens on Wednesdays.

23.2.1.136 Wednesday – Closing Time Text Box

The control allows the user to enter the time the store closes on Wednesdays.

23.2.1.137 Thursday – Opening Time Text Box

The control allows the user to enter the time the store opens on Thursdays.

23.2.1.138 Thursday – Closing Time Text Box

The control allows the user to enter the time the store closes on Thursdays.

23.2.1.139 Friday – Opening Time Text Box

The control allows the user to enter the time the store opens on Fridays.

23.2.1.140 Friday – Closing Time Text Box

The control allows the user to enter the time the store closes on Fridays.

23.2.1.141 Saturday – Opening Time Text Box

The control allows the user to enter the time the store opens on Saturdays.

23.2.1.142 Saturday – Closing Time Text Box

The control allows the user to enter the time the store closes on Saturdays.

23.2.1.143 Step 9: Primary Grocery Wholesaler

23.2.1.144 Name of Primary Grocery Wholesaler Text Box

The control allows the user to enter the name of the Primary Grocery Wholesaler. The control accepts a maximum of fifty (50) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.145 Primary Grocery Wholesaler Telephone Number Masked Edit Box

The control allows the user to view the telephone number of the Primary Grocery Wholesaler. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.146 Primary Grocery Wholesaler Address 1 and Address 2 Text Boxes

These controls allow the user to enter the address of the Primary Grocery Wholesaler. The control accepts a maximum of fifty (50) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe (').

23.2.1.147 Primary Grocery Wholesaler City Text Box

The control allows the user to enter the city of the Primary Grocery Wholesaler. The maximum length allowed for the value is thirty (30) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe (').

23.2.1.148 Primary Grocery Wholesaler State Drop-down List

The control allows the user to select the state of the Primary Grocery Wholesaler. The control is filled with the list of all U.S. states in alphabetic order.

23.2.1.149 Primary Grocery Wholesaler ZIP Masked Edit Box

The control allows the user to view the ZIP code of the Primary Grocery Wholesaler. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.150 Primary Grocery Wholesaler Contact Title Text Box

The control allows the user to enter title for the contact person of the Primary Grocery Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.151 Primary Grocery Wholesaler Contact Salutation Text Box

The control allows the user to enter the salutation for the contact person for the Primary Grocery Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.152 Primary Grocery Wholesaler Contact First Name Text Box

The control allows the user to enter the first name of the contact person for the Primary Grocery Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.153 Primary Grocery Wholesaler Contact Last Name Text Box

The control allows the user to enter last name of the contact person for the Primary Grocery Wholesaler. The maximum length allowed for the value is twenty five (25) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.154 Step 10: Milk or Pharmacy Wholesaler

23.2.1.155 Name of Milk or Pharmacy Wholesaler Text Box

The control allows the user to enter the name of the Milk or Pharmacy Wholesaler. The control accepts a maximum of fifty (50) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.156 Milk or Pharmacy Wholesaler Telephone Number Masked Edit Box

The control allows the user to view the telephone number of the Milk or Pharmacy Wholesaler. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.157 Milk or Pharmacy Wholesaler Address 1 and Address 2 Text Boxes

These controls allow the user to enter the address of the Milk or Pharmacy Wholesaler. The control accepts a maximum of fifty (50) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe (').

23.2.1.158 Milk or Pharmacy Wholesaler City Text Box

The control allows the user to enter the city of the Milk or Pharmacy Wholesaler. The maximum length allowed for the value is thirty (30) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe (').

23.2.1.159 Milk or Pharmacy Wholesaler State Drop-down List

The control allows the user to select the state of the Milk or Pharmacy Wholesaler. The control is filled with the list of all U.S. states in alphabetic order.

23.2.1.160 Milk or Pharmacy Wholesaler ZIP Masked Edit Box

The control allows the user to view the ZIP code of the Milk or Pharmacy Wholesaler. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.161 Milk or Pharmacy Wholesaler Contact Title Text Box

The control allows the user to enter title for the contact person of the Milk or Pharmacy Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.162 Milk or Pharmacy Wholesaler Contact Salutation Text Box

The control allows the user to enter the salutation for the contact person for the Milk or Pharmacy Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.163 Milk or Pharmacy Wholesaler Contact First Name Text Box

The control allows the user to enter the first name of the contact person for the Milk or Pharmacy Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.164 Milk or Pharmacy Wholesaler Contact Last Name Text Box

The control allows the user to enter last name of the contact person for the Milk or Pharmacy Wholesaler. The maximum length allowed for the value is twenty five (25) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.165 Step 11: Licensed Formula Wholesaler

23.2.1.166 Name of Formula Wholesaler Text Box

The control allows the user to enter the name of the Formula Wholesaler. The control accepts a maximum of fifty (50) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.167 Formula Wholesaler Telephone Number Masked Edit Box

The control allows the user to view the telephone number of the Formula Wholesaler. The masked edit box accepts the entry of numeric characters formatted as "999-999-9999". Alphabetic and special characters are not allowed.

23.2.1.168 Formula Wholesaler Address 1 and Address 2 Text Boxes

These controls allow the user to enter the address of the Formula Wholesaler. The control accepts a maximum of fifty (50) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe (').

23.2.1.169 Formula Wholesaler City Text Box

The control allows the user to enter the city of the Formula Wholesaler. The maximum length allowed for the value is thirty (30) alphanumeric characters. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe (').

23.2.1.170 Formula Wholesaler State Drop-down List

The control allows the user to select the state of the Formula Wholesaler. The control is filled with the list of all U.S. states in alphabetic order.

23.2.1.171 Formula Wholesaler ZIP Masked Edit Box

The control allows the user to view the ZIP code of the Formula Wholesaler. The control accepts the entry of numeric characters. The format for the ZIP will be "99999-9999". If the user does not enter the four-digit ZIP extension, it will be padded with 4 zeros. Alpha and special characters are not allowed.

23.2.1.172 Formula Wholesaler Contact Title Text Box

The control allows the user to enter title for the contact person of the Formula Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.173 Formula Wholesaler Contact Salutation Text Box

The control allows the user to enter the salutation for the contact person for the Formula Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe (').

23.2.1.174 Formula Wholesaler Contact First Name Text Box

The control allows the user to enter the first name of the contact person for the Formula Wholesaler. The maximum length allowed for the value is twenty (20) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.175 Formula Wholesaler Contact Last Name Text Box

The control allows the user to enter last name of the contact person for the Formula Wholesaler. The maximum length allowed for the value is twenty five (25) alphanumeric and special characters. Alphabetic characters are forced to uppercase.

23.2.1.176 Save Button

The control allows the user to save the vendor application. It will be displayed on the VQS – Vendor Application page.

23.2.1.177 Submit Button

The control allows the user to submit the vendor application to the state for processing. It will be displayed in the VQS – Vendor Application page.

23.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the VQS - Vendor Application page.

23.2.2.1 Edits

Upon selection of the Submit button, the system will perform minimal high level edits for the required fields which are indicated with an asterisk in Step 1: Business Information. An appropriate error message with text: "A selection is required for {Control Name}." will be displayed for controls where a selection is made. A similar message with text: "An entry is required for {Control Name}." will be displayed for controls where data is keyed by the user.

23.2.2.2 Save

Upon selection of the Save button, the system will save the data on the VQS website, without writing information to the database. The system will return to the Vendor Application page.

23.2.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will save the data according to the data map below and will display the VQS Confirmation page.

23.2.2.4 Data Map

| Control Label | Table | Column | Business Rule |
|---------------|----------|------------|---------------|
| First Name | AppOwner | FirstName | |
| Middle Name | AppOwner | MiddleName | |
| Last Name | AppOwner | LastName | |

| Control Label | Table | Column | Business Rule |
|------------------------|-----------|---------------------------------------|---------------|
| Salutation | AppOwner | Salutation | |
| Telephone Number | AppOwner | Telephone | |
| Social Security Number | AppOwner | SSN | |
| Address | AppOwner | Address1 | |
| City | AppOwner | City | |
| State | AppOwner | State | |
| Zip | AppOwner | Zip | |
| Trade Name (DBA) | AppVendor | TradeName | |
| Federal ID Number | AppVendor | FederalTaxNumber | |
| Address | AppVendor | PhysicalAddress1, PhysicalAddress2 | |
| City | AppVendor | PhysicalCity | |
| Zip | AppVendor | PhysicalZip | |
| Telephone Number | AppVendor | Telephone | |
| Fax Number | AppVendor | Fax | |
| Email | AppVendor | Email | |
| Title | AppVendor | WICContactTitle | |
| Salutation | AppVendor | WICContactSalutation | |
| First Name | AppVendor | First Name | |
| Last Name | AppVendor | Last Name | |
| Trade Name (DBA) | AppVendor | TradeName | |
| Address | AppVendor | PhysicalAddress1, PhysicalAddress2 | |
| City | AppVendor | PhysicalCity | |
| ZIP | AppVendor | PhysicalZip | |
| Census Tract | AppVendor | CensusTract | |
| Telephone Number | AppVendor | Telephone | |
| Fax Number | AppVendor | Fax | |

| Control Label | Table | Column | Business Rule |
|-------------------------|--------------------|--|---------------|
| Email | AppVendor | Email | |
| Title | AppVendor | WICContactTitle | |
| Salutation | AppVendor | WICContactSalutation | |
| First Name | AppVendor | WICContactFirstName | |
| Last Name | AppVendor | WICContactLastName | |
| Name of Corporation | AppCorporateParent | Name | |
| Federal ID Number | AppCorporateParent | FederalTaxNumber | |
| Address | AppCorporateParent | MailingAddress1, MailingAddress2 | |
| City | AppCorporateParent | MailingCity | |
| ZIP | AppCorporateParent | MailingZip | |
| Telephone Number | AppCorporateParent | Telephone Number | |
| Corporate Parent | AppCorporateParent | This is documented under Update Vendor Information | |
| Trade Name (DBA) | AppVendor | TradeName | |
| Address | AppVendor | PhysicalAddress1, PhysicalAddress2 | |
| City | AppVendor | PhysicalCity | |
| State | AppVendor | Physical State | |
| Zip | AppVendor | PhysicalZip | |
| Census Tract | AppVendor | CensusTract | |
| Telephone Number | AppVendor | Telephone | |
| (Contact) Title | AppVendor | WICContactTitle | |
| (Contact) Salutation | AppVendor | WICContactSalutation | |
| (Contact) First Name | AppVendor | WICContactFirstName | |
| (Contact) Last Name | AppVendor | WICContactLastName | |
| (Authorized Agent)Title | AppVendor | AuthorizedAgentTitle | |
| (Authorized Agent) | AppVendor | AuthorizedAgentSalutatio | |

| Control Label | Table | Column | Business Rule |
|---|------------------|------------------------------|---------------|
| Salutation | | n | |
| (Authorized Agent) First Name | AppVendor | AuthorizedAgentFirstNa me | |
| (Authorized Agent) Last Name | AppVendor | AuthorizedAgentLastNa me | |
| Store Type | AppVendor | StoreTypeId | |
| Scanners | AppVendor | ElectronicScanners | |
| EBT | AppVendor | EBT | |
| Scan for WIC Items | AppVendor | RecognizeWICFoods | |
| Square Footage | AppVendor | SquareFootage | |
| Cash Registers | AppVendor | CheckOutRegisters | |
| Cashiers | AppVendor | Cashiers | |
| WIC | AppVendor | AnnualWICFoodSales | |
| Non-WIC | AppVendor | AnnualNonWICFoodSale s | |
| Total | AppVendor | AnnualFoodSales | |
| % | Calculated Value | Calculated Value | |
| Open at least 8 Hours a Day 6 Days a Week | AppVendor | OpenRequiredHours | |
| Business Hours Sunday Open | AppStoreHours | SundayOpen | |
| Business Hours Sunday Close | AppStoreHours | SundayClose | |
| Business Hours Monday Open | AppStoreHours | MondayOpen | |
| Business Hours Monday Close | AppStoreHours | MondayClose | |
| Business Hours Tuesday Open | AppStoreHours | TuesdayOpen | |
| Business Hours Tuesday Close | AppStoreHours | TuesdayClose | |
| Business Hours | AppStoreHours | WednesdayOpen | |

| Control Label | Table | Column | Business Rule |
|-------------------------------------|---------------|-------------------------|---------------|
| Wednesday Open | | | |
| Business Hours Wednesday Close | AppStoreHours | WednesdayClose | |
| Business Hours Thursday Open | AppStoreHours | ThursdayOpen | |
| Business Hours Thursday Close | AppStoreHours | ThursdayClose | |
| Business Hours Friday Open | AppStoreHours | FridayOpen | |
| Business Hours Friday Close | AppStoreHours | FridayClose | |
| Business Hours Saturday Open | AppStoreHours | SaturdayOpen | |
| Business Hours Saturday Close | AppStoreHours | SaturdayClose | |
| State Sales Tax Number | AppVendor | StateSalesTaxNumber | |
| Federal ID Number | AppVendor | FederalTaxNumber | |
| Health ID | AppVendor | HeathID | |
| Pending | AppVendor | ApplicationPending | |
| Authorization Date | AppVendor | AuthorizationDate | |
| Food Stamp Number | AppVendor | FSAuthorizationNumber | |
| Bank Name | AppVendor | BankName | |
| Bank Transit Number | AppVendor | BankTransitNumber | |
| Account Number | AppVendor | AccountNumber | |
| Kosher Foods Yes – Some | AppVendor | KosherFoods (value = S) | |
| Kosher Foods Yes – Primarily Kosher | AppVendor | KosherFoods (value = P) | |
| Kosher Foods No | AppVendor | KosherFoods (value = N) | |
| Primary Grocery Wholesaler | AppVendor | GrocerySupplierID | |
| Milk or Pharmacy Wholesaler | AppVendor | WholesalerID | Y |

| Control Label | Table | Column | Business Rule |
|---------------------------|----------------------------|--|---------------|
| Formula Wholesaler | AppVendor | FormulaWholesalerID | Y |
| * Peer Group | AppVendor | PeerGroup | |
| * Staff Member Assigned | AppVendor | StaffID | |
| ** Primary Agency | VendorLAAssociation | AgencyID (note Primary flag is set to 'Y') | Y |
| ** Shared Agencies | VendorLAAssociation | AgencyID (note: Primary flag is set to 'N') | Y |
| ** Shared Local Clinics | VendorSSAssociation | ServiceSiteID | Y |
| Other WIC Programs Served | AppOtherWICPrograms Served | OtherWICProgramID | Y |
| Directions to the Store | AppVendor | Directions | |

* Peer Group and Staff Member will be assigned by the Vendor Manager at the state office during the final steps of the application process. The data is not captured in the VQS Application.

** VendorLAAssociation and VendorSSAssociation tables won't be updated with data from the VQS Application information. They will be written after the application data has been made available to the Application Wizard.

23.3 Vendor Questionnaire Survey – Vendor Price Survey

The VQS – Vendor Price Survey allows a vendor to enter their prices. Prices can be entered at one of two different levels, the Food Item level or the more specific UPC level. The price survey is sent by UPC level when the state business rule [PriceSurveyByUPC](#) = 'Y'. The list of prices is dynamically created based on the values in the Food Item List or the list of currently authorized UPCs. Vendors gain access by one of the following:

- Entering an Email Address and assigned Questionnaire Number on the VQS welcome page and clicking Continue.
- Clicking the web link in an email from the VQS web master.
- Entering an email address, selecting the Questionnaire item of Price Survey and clicking Continue

Price Survey

Food Price List Survey

Please enter your regular shelf prices (not sale prices) for the WIC items that you sell. Please note that for some products a price is requested by a case or a multi-pack.

Annual Food Sales

Milk Lowest Price

Whole (1) Gal

Low Fat (1) Gal

Skim (1) Gal

Whole (0.5) Gal

Low Fat or Skim (0.5) Gal

Lactose Reduced/Free (0.5) Gal

Lactose Reduced/Free (1) Qt

Powdered Milk (8) Qt

Powdered Milk (10) Qt

Evaporated Milk (12) Oz

Chocolate Milk (1) Gal

Buttermilk (1) Qt

Buttermilk (0.5) Gal

Cheese Highest Price

Colby Jack or Mozzarella (8) Oz

Swiss (8) Oz

Eggs Highest Price

Lage Eggs White (1) Doz

Beans, Peas, Lentil High Price

Beans, Peas, Lentils-Dry Only (16) Oz

Peanut Butter Highest Price

Peanut Butter (most expensive) (18) Oz

Fish (most expensive) (6) Oz

Juice

Northland Cranberry (46) Oz

Welch's Grape (46) Oz

Juicy Juice (46) Oz

V-8 (46) Oz

Cereal

Quaker Instant Oatmeal (11.8) Oz

Kix (13) Oz

Post Alpha-Bits (10.2) Oz

Post Grape-Nuts Flakes (14) Oz

Special K (12) Oz

Crispix (12) Oz

Infant Cereal Highest Price

Infant Cereal(no fruit,any br) (8) Oz

Nestle Infant Formula

Peptamen Jr-Case (24) 8.45 Oz

Carnation Infant Formula

Good Start Supreme with Iron (13) Oz

Good Start Supreme with Iron (12) Oz

Good Start Supreme with Iron (32) Oz

Good Start Supreme DHA + ARA (13) Oz

**Good Start Supreme DHA + ARA (12.9)
Oz**

Good Start Supreme DHA + ARA (32) Oz

Good Start 2 Essentials (13) Oz

Good Start 2 Essentials pwdr (12) Oz

Good Start 2 Essentials rtu (32) Oz

Mead Johnson Infant Formula



















Enfamil AR LIPIL pwdr (12.9) Oz

Enfamil AR LIPIL rtu (32) Oz

Enfamil with Iron (13) Oz

Enfamil with Iron (14.3) Oz

Enfamil with Iron (32) Oz

| | |
|---|---|
| Enfamil LIPIL with Iron (13) Oz |  |
| Enfamil LIPIL with Iron (12.9) Oz |  |
| Enfamil LIPIL with Iron (32) Oz |  |
| Enfamil Prosobee (13) Oz |  |
| Enfamil Prosobee (14.3) Oz |  |
| Enfamil Prosobee (32) Oz |  |
| Enfamil Prosobee LIPIL (13) Oz |  |
| Enfamil Prosobee LIPIL (12.9) Oz |  |
| Enfamil Prosobee LIPIL (32) Oz |  |
| Enfamil Prosobee (4) Pk 8 Oz |  |
| Enfamil Prosob LIPIL (4) Pk 8 Oz |  |
| Enfamil Lactofree LIPIL (13) Oz |  |
| Enfamil Lactofree LIPIL (12.9) Oz |  |
| Enfamil Lactofree LIPIL (32) Oz |  |
| Enfamil Nutramigen LIPIL (13) Oz |  |
| Enfamil Nutramigen LIPIL (16) Oz |  |
| Enfamil Nutramigen LIPIL (32) Oz |  |
| Enfamil Next Step LIPIL (12) Oz |  |

| | |
|---|----------------------|
| Enfamil Next Step Prosobee (12) Oz | <input type="text"/> |
| Enfamil Enfacare LIPIL (12.8) Oz | <input type="text"/> |
| Enfamil Enfacare Case (48) 3 Oz | <input type="text"/> |
| Enfamil Enf LIPIL Case (48) 3 Oz | <input type="text"/> |
| Enfamil Pregestimil (16) Oz | <input type="text"/> |
| Enfamil Pregestimil (8) 3 Oz | <input type="text"/> |
| Portagen (16) Oz | <input type="text"/> |
| Enfamil Pre LIPIL/Iron 24 Cal (48) 3 Oz | <input type="text"/> |
| Enfamil Premature/Iron 24 Cal (48) 3 Oz | <input type="text"/> |

Ross Infant Formula

| | |
|---|----------------------|
| Similac Lactose Free Advance (13) Oz | <input type="text"/> |
| Similac Lactose Free Advance (12.9) Oz | <input type="text"/> |
| Similac Lactose Free Advance (32) Oz | <input type="text"/> |
| Similac With Iron (13) Oz | <input type="text"/> |
| Similac With Iron (12.9) Oz | <input type="text"/> |
| Similac With Iron (32) Oz | <input type="text"/> |
| Similac With Iron (6) 8 Oz | <input type="text"/> |

| | |
|--|----------------------|
| Isomil With Iron (13) Oz | <input type="text"/> |
| Isomil With Iron (12.9) Oz | <input type="text"/> |
| Isomil With Iron (32) Oz | <input type="text"/> |
| Isomil Adv With Iron (6) 8 Oz | <input type="text"/> |
| Similac Alimemtum (32) Oz | <input type="text"/> |
| Similac Alimemtum Advance (16) Oz | <input type="text"/> |
| Similac Alimemtum Advance (32) Oz | <input type="text"/> |
| Similac Alimentum Adv (6) 8 Oz | <input type="text"/> |
| Pediasure (6) 8 Oz | <input type="text"/> |
| Pediasure With Fiber (6) 8 Oz | <input type="text"/> |
| Similac NeoSure Adv With Iron (12.8) Oz | <input type="text"/> |
| Similac PM 60/40 (16) Oz | <input type="text"/> |
| Similac Sp Care w Iron 24 (48) 4 Oz | <input type="text"/> |

Figure 4 – Vendor On-line Price Survey Screen

23.3.1 Controls

This section describes the behavior of the controls on the Price Survey Page.

23.3.1.1 Description Value Label

This text label and value allows the user to view the descriptions individually, per item, within the Price Survey. The label will contain the food item description or the UPC code and description and will be read only.

23.3.1.2 Price Masked Edit Box

The control will allow the user to enter the Vendor's price amount for the selected item. The control accepts the entry of numeric characters in the format of \$999.99. The value of the control will default to zero currency (\$0.00).

23.3.1.3 Save Button

The control allows the user to save the vendor price survey. It will be displayed on the VQS - Vendor Price Survey page.

23.3.1.4 Submit Button

The control allows the user to submit the vendor price survey to the state for processing. It will be displayed in the VQS – Vendor Price Survey page.

23.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the VQS - Price Survey.

23.3.2.1 Edits

There are no edits defined for this window.

23.3.2.2 Submit

Upon selection of the Submit button, the system will save the data as defined in the data map below and will display the VQS Confirmation Page described in this document.

23.3.2.3 Save

Upon selection of the Save button, the system will save the data on the VQS website, without writing information to the database. The system will return to the Vendor Price Survey page.

23.3.2.4 Data Map

In Food Distribution Item Mode

| Control Label | Table | Column |
|---------------|----------------------|-------------|
| Description | FOODDISTRIBUTIONITEM | Description |
| Price | VENDORPRICES | VendorPrice |

-OR-

In UPC Price Survey Mode

| Control Label | Table | Column |
|---------------|------------------|-----------------------|
| Description | EbtAuthorizedUPC | UpcCd, UpcDescription |
| Price | VendorUpcPrices | VendorPrice |

23.4 Confirmation Page

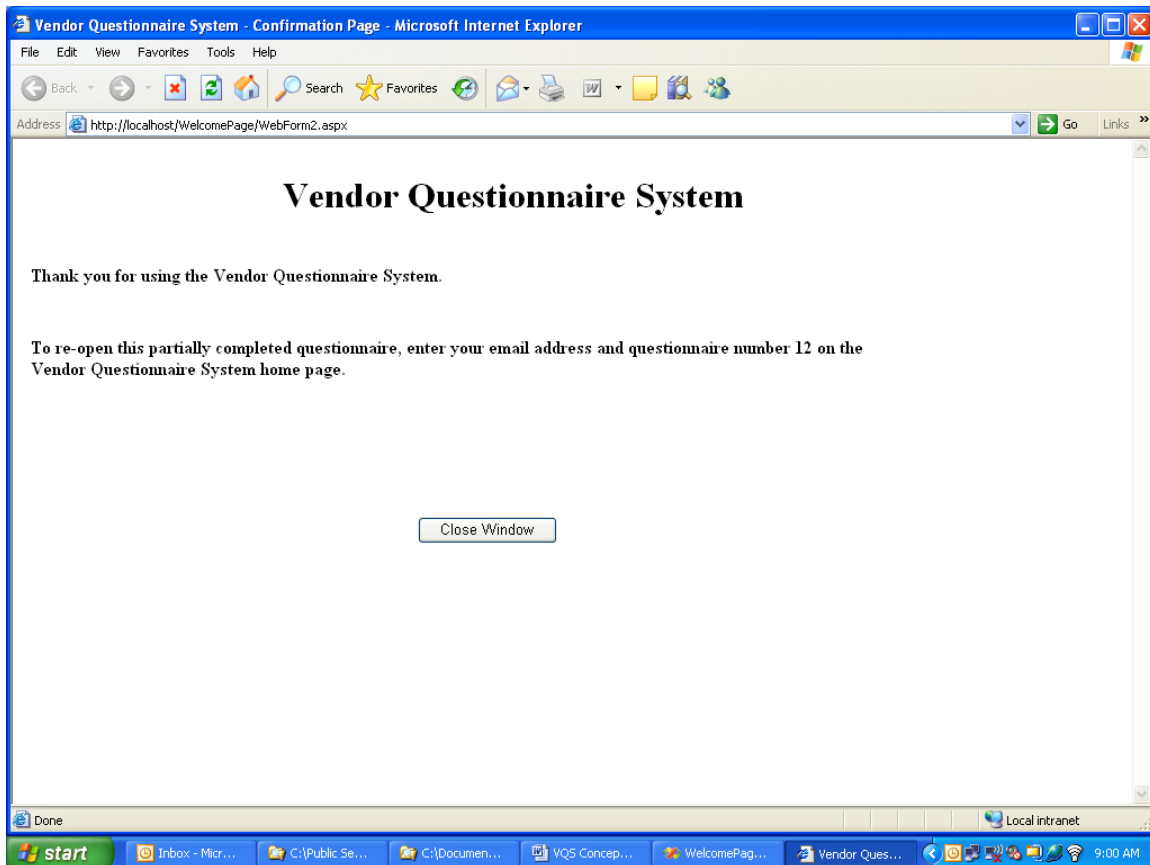


Figure 5 - Vendor Questionnaire System - Confirmation Page

23.4.1 Controls

This section describes the behavior of the controls on the VQS – Vendor Application.

23.4.1.1 Confirmation Message

The confirmation message will display when the user has successfully saved a partially completed questionnaire or successfully submitted a completed questionnaire.

23.4.1.2 Close Window

The Close Window button allows the user to close the Vendor Questionnaire. The control will display on the confirmation page.